

ANN ARBOR PUBLIC SCHOOLS

POSITION TITLE: Chief Financial Officer
SALARY: \$115,000 - \$133,500
REPORTING RELATIONSHIP Assistant Superintendent for Finance and Operations

The Ann Arbor Public Schools seeks a competent, committed, and visionary financial leader with a proven record of success who will oversee the district finances and the finance division. This is an exciting time in the Ann Arbor Public Schools. The position of Chief Financial Officer presents an extraordinary opportunity to provide strong fiscal leadership that will move the district forward to achieve its critical mission of student achievement while ensuring that the district is financially strong and well positioned for the future. The right leader will understand the critical importance of proactive, insightful planning, competent financial oversight and attention to detail, will have the ability to build a high-performing team, and be comfortable with the challenge of working across multiple groups of stakeholders to realize a vision of sound, innovative fiscal management. We are currently extending and enhancing our programs to achieve even higher levels of distinction while continuing the high quality for which the Ann Arbor Public Schools has long been well known, across Michigan and around the world.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a list of qualifications for the position, any of which may be waived by the Board of Education in exercising its prerogative to determine qualifications.

EDUCATION AND EXPERIENCE:

Master's Degree from an accredited university (AACSB requirements or equivalent) with course work completed in the area of Business Administration and/or Public School Administration, MBA or other finance/accounting-related Master's
Minimum of five years' experience as a successful school business official or similar experience in a non-educational setting

CERTIFICATES, LICENSES, REGISTRATIONS:

Current CPA Endorsement Preferred
MSBO – Chief Financial Officer Certificate Preferred
Eligible for Public Office Bond

SUMMARY

The Chief Financial Officer is a Cabinet level position and reports directly to the Assistant Superintendent for Finance and Operations; the Chief Financial Officer advises the Assistant Superintendent for Finance and Operations, Superintendent, Board of Education, and the District leadership team on all matters regarding finance, budget, and fiscal responsibility. The position provides leadership for non-instructional services in the areas of Business and Financial Services, (finance, grants, purchasing) Capital Planning, including Bond and Sinking Fund projects. The Chief Financial Officer is responsible for the leadership and oversight of the

overall financial operations of the District, including development and maintenance of the annual budget and long range financial projections with a central role in planning and analysis of current program, support systems and expenditures. Other areas of responsibility include legislative coordination and analysis, strategic planning, long range financial planning, and other priorities as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Participate as a part of Superintendent's cabinet, serving as the representative of finance and attending all applicable committees
2. Serve as the Chief Finance Officer for the school district, in charge of the official school seal and all insurance policies and certificates
3. Develop the annual budget for the school district in coordination with educational planning, Board and administrative goals and objectives, following all applicable State laws and provisional accounting standards.
4. Responsible for budget administration and long range financial planning for the district.
5. Monitor district expenditures to ensure compliance with approved budgets
6. Provide leadership and supervision necessary to maintain effective support services such as Business Services (finance, grants, purchasing), Capital Planning, including Bond and Sinking Fund projects, Leadership and supervision in the management of the Debt Services and Capital Needs Funds, Bond and Sinking fund projects
7. Supervise the investment of school district funds, including debt (bond), general fund, rec & ed, food services and all other trust and agency funds
8. Plan, organize, and direct the activities of the Finance Division, ensure continued professional growth and development for the Finance staff
9. Advise the Superintendent, Board, and others on all matters relating to the functions of the Finance Division and direct the development of Board policies related to same
10. Assist the Assistant Superintendent for Finance and Operations and staff in analyzing finance problems and develop solutions that, ultimately, improve the daily operations, effectiveness and efficiency of the district
11. Participate with count and state organizations in staying abreast of school finance reform and other district-related issues
12. Prepare and/or oversee the preparation of district financial reports. Ensure that report formats meet all State, local, and in-District reporting requirements.
13. Appraise the District's financial position and issue periodic reports on District's financial stability and growth
14. Supervise the preparation and submission of tax resolutions for the Board. Ensure timely transfer of funds from taxing authorities to the District. Monitor tax appeals and SEV adjustments
15. Invest all receipts and cash revenues according to the investment laws of the state and the cash flow needs of the District
16. Develop and direct building process and procedure for purchasing
17. Act as resource for contract negotiations/administration and property acquisition. Act as labor relations resource including participation on District collective bargaining teams.
18. Establish and maintain efficient and effective criteria and procedures for research and development to constantly improve the operations of the Finance Division

19. Direct, maintain, and annually review District insurance programs including those for health, property, casualty and liability.
20. Arrange and have direct involvement for annual independent financial and compliance audits of all accounts.
21. Assume other duties as delegated by the Assistant Superintendent for Finance and Operations, who may make adjustments in the above-outlined scope of responsibilities.

PROFESSIONAL SKILLS

- Exemplary communication skills and demonstrated ability to write and verbally present clear and concise management, finance related reports.
- The ability to lead, plan, direct and evaluate the work of others.
- Strong interpersonal skills demonstrated by the ability to establish and maintain effective team relationships.
- An ability to anticipate course of action and to make clear recommendations to the Board based on sound fiscal considerations.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to administrators, public groups/community, and Board of Education.
- Ability to demonstrate sound reasoning, thinking, and collaboration skills; knowledge of or experience with TregoED problem-solving processes or the willingness to learn.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

LANGUAGE SKILLS:

Ability to read, write and speak effectively. Ability to present effectively before groups of people.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions. While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. The employee is directly responsible for safety, well being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

METHOD OF APPLICATION:

All applicants must apply online at A2schools.org >> [District Links](#) >> [Job Postings](#)